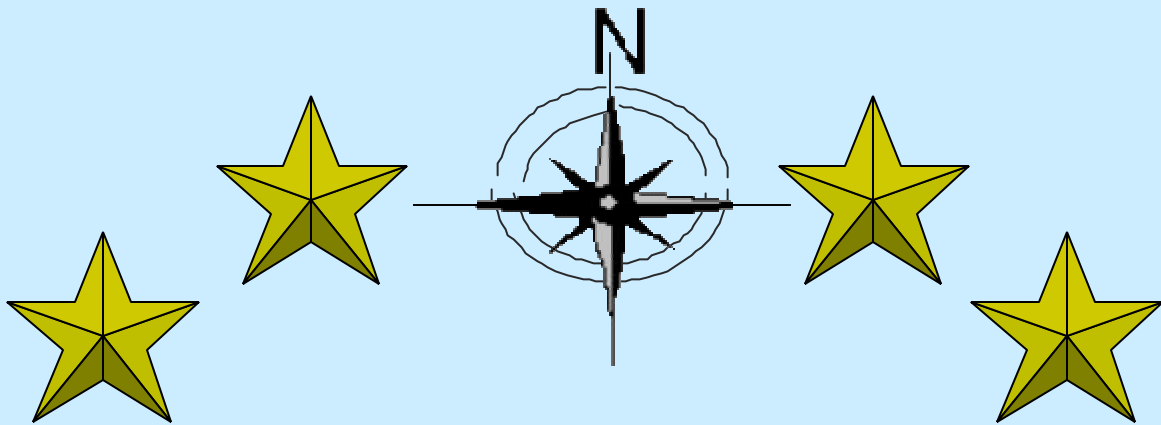


# COMNAV SURFLANT

## Instruction



## Health Promotion



## FORGE THE FUTURE

*Fit Today for Tomorrow's Challenges*

**The Navy's New Strategic Weapon**



DEPARTMENT OF THE NAVY

COMMANDER NAVAL SURFACE FORCE

UNITED STATES ATLANTIC FLEET

1430 MITSCHER AVENUE

NORFOLK VIRGINIA 23551-2494

COMNAVSURFLANTINST 6100.1  
N10

6 January 1994

COMNAVSURFLANT INSTRUCTION 6100.1

Subj: HEALTH AND WELLNESS PROGRAM

Ref: (a) OPNAVINST 6100.2  
(b) SECNAVINST 6100.5  
(c) OCPMINST 12792.4

Encl: (1) Health and Wellness Program Record  
(2) Time Card Example  
(3) Interval Time Examples

1. Purpose. To establish a comprehensive Health and Wellness Program (HWP) within the COMNAVSURFLANT Headquarters Staff.

2. Applicability and Scope. This instruction applies to all military and civil service employees attached to COMNAVSURFLANT Staff.

3. Background.

a. Per references (a) through (c), it is estimated that 50 percent of all deaths and illnesses in the United States relate directly to unhealthy lifestyles; primarily lack of exercise, poor nutritional habits, alcohol abuse, smoking and stress. Attention to positive lifestyles can in fact reduce the toll of the most common diseases and improve the quality of life of our employees.

b. The HWP is a combination of health education and related organizational, social, economic, and health care interventions designed to improve or protect health. Operationally, health promotion includes physical fitness, tobacco prevention, nutrition education, weight control, drug and alcohol abuse prevention and stress management.

4. Policy. It is a COMNAVSURFLANT policy to maximize individual on the job performance by implementing a HWP which will provide each Staff member the opportunity to assess their own health and wellness, and participate in a fitness program. To accomplish this, COMNAVSURFLANT will:

a. Support and encourage individuals in the management of their own health lifestyles.

6 January 1994

b. Conduct a comprehensive HWP to include at a minimum the following elements:

- (1) Tobacco use prevention and cessation
- (2) Physical fitness and sports
- (3) Nutrition education and weight/fat control
- (4) Stress management and suicide prevention
- (5) Alcohol and drug abuse prevention and control
- (6) Hypertension screening, education and control
- (7) Back injury control

c. The HWP Committee shall consist of 10 members to include, as a core element, a member from Staff Personnel, Staff Training Officer, Force Medical, Command Fitness Coordinator (CFC). Additionally, any other volunteers.

#### 5. Responsibilities.

a. ACOSs/SAs will ensure that this instruction is distributed and available to all Staff personnel. Additionally, each ACOS/SA will assign one individual to act as an HWP Code Coordinator (an individual, civilian or military, who is dedicated and strongly supportive of health and wellness) to monitor directorate personnel participating in the HWP, and maintain a training record on each employee per enclosure (1).

b. Each HWP participant must take full responsibility to ensure a medical physician has authorized participation in a physical fitness training program. For military personnel, the procedures followed for Physical Readiness Testing (PRT) will satisfy this requirement. For civilian personnel injured while participating in the HWP, the following applies:

(1) All Federal Employees' Compensation Act (FECA) claims filed as a result of participation in physical fitness activity are subject to final adjudication and decision as to coverage and benefit amounts by the Office of Worker's Compensation Programs (OWCP) at the Department of Labor.

(2) An employee who is injured while engaged in an activity which is specifically identified in that employee's HWP is covered for all FECA benefits. Conversely, an employee who is injured while engaged in a physical fitness activity which is not

part of the HWP, or is not sponsored or supported by the employing activity, is generally not covered under FECA. An exception to this rule is when the injury occurs on the premises of the employing activity during working hours, or the employer derives some tangible benefit from employee participation in the fitness activity. An employee who has been granted official time to participate in health promotion or physical fitness activities is in a duty status and therefore covered by FECA benefits.

c. Supervisors must maintain an accurate account of time away from work for HWP activities. For civil service employees, time authorized for physical fitness training must be documented and accounted for as outlined in enclosure (2).

6. Requirements. Because civil service rules and regulations differ from those of military personnel, the following requirements are provided as a guideline:

a. In addition to routine "All Hands" training sessions provided for the entire staff annually, e.g., Sexual Harassment Awareness Training, civil service members desiring to initiate an individual fitness program will be authorized time off during the normal work day. Training must take place on the CINCLANTFLT compound. Civil service employees are authorized to use the Headquarters Support Activity (HSA) gym and facilities.

b. All civil service personnel desiring to participate in the HWP must request authority via a written memorandum to the appropriate ACOS/SA. Approval of the request cannot be delegated and any changes to the approved program must be requested via a new memorandum.

c. Excused Absence. The Chief of Staff shall determine situations wherein civil service members will be excused from duty without charge to leave. Authority is delegated to ACOS/SAs (ONLY) to grant excused absence for participation in HWP activities. Excused absences may be granted for brief periods to permit employees to participate in HWP physical fitness programs, or other disease prevention/health improvement activities. The decision whether or not to grant excused absences should be made after careful consideration of the mission requirements, objectives, the costs associated with granting the absence, the likely impact of the decision on human resource management priorities, the health needs of employees and other factors considered important. Authorized participation in an HWP during normal work hours is a privilege and can be withdrawn at any time the ACOS/SA deems appropriate. The ACOS/SA is authorized to approve no more than three hours per employee, per week, to participate in the HWP.

COMNAVSURFLANTINST 6100.1

6 January 1994

(1) There are two main categories of health/fitness activities for which excused absences may be granted:

(a) Special events such as health screening, health and fitness fairs and exhibits.

(b) Scheduled health improvement/disease prevention programs and activities such as classes on nutrition, smoking cessation, stress management and individual exercise programs which involve participation ranging from daily to several times per week or month for a fixed or indefinite period of time.

(2) COMNAVSURFLANT Staff employees that have approval from their ACOS/SA to start an HWP will be authorized time off as follows:

(a) Flexible Scheduling. ACOS/SA may adjust an individual's work hours to allow an employee the opportunity to participate in the HWP at the beginning or end of the individual's normal workday, or in conjunction with the normal lunch period. Time cannot be carried over from one day to another -- "account" must be balanced each day. Employees who select to exercise at the end of the work day MUST report back to work prior to departing for home. Employees will be authorized up to, but not to exceed, three hours of work time per week, distributed into 15 minute equal intervals, to participate in the HWP. For example, employees could couple the one-half hour of authorized lunch period with one hour of approved fitness training time three times per week to participate in HWP. Enclosure (2) is included as a sample of extending an employee's lunch period for 60 minutes three days a week through the use of administrative leave. Enclosure (3) is provided as an example of how times could be distributed into equal intervals.

(b) Any deviations to the Flexible Scheduling process as outlined above must be approved by the ACOS/SA. In deciding to grant a deviation to an employee for fitness activities, ACOS/SA must ensure that employee productivity is maintained and the activity's operations are properly managed and conducted in an efficient and effective manner.

7. Action.

a. Health and Wellness Committee.

(1) Shall convene as necessary to promote health and physical wellness programs.

(2) Shall solicit health/wellness topics from the staff for enhancement of the HWP.

COMNAVSURFLANTINST 6100.1

6 January 1994

(3) Coordinate/conduct HWP.

(4) Committee Chairman shall report to COMNAVSURFLANT Chief of Staff, providing updates/status of HWP initiatives on a periodic basis.



G. ZWIRSCHITZ  
Chief of Staff

Distribution: (COMNAVSURFLANTINST 5126.1Z) (CASE II)  
24D1

**COMNAVSURFLANT STAFF**  
**INDIVIDUAL HEALTH AND WELLNESS PROGRAM**

PARTICIPANT'S NAME: \_\_\_\_\_ Staff Code: \_\_\_\_\_

PARTICIPANT'S GOALS: (write in goal, be specific with objectives  
and time of day you will be participating)

1. \_\_\_\_\_

2. \_\_\_\_\_

**LECTURES AND GENERAL TRAINING**

<u>TOPIC</u>	<u>DATE ATTENDED</u>	<u>LOCATION</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

**INDIVIDUAL APPROVED TIME PLAN**

<u>HOURS OF PARTICIPATION</u>	<u>TYPE OF ACTIVITY</u>	<u>LOCATION</u>
1. _____		
2. _____		

Print Name/Phone Number of ACOS/SA \_\_\_\_\_

ACOS/SA Signature/Date  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

For HWP Code Coordinator:

Participant's Medical Approval Attached (Yes) (No)

Date of Medical Approval: \_\_\_\_\_ Date of ACOS/SA Approval \_\_\_\_\_

Signature of HWP Code Coordinator \_\_\_\_\_

Encl (1)

TIMECARD DOCUMENTATION FOR HWP

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Sample illustration (front and back) of an employee extending his/her lunch period for 60 minutes three days a week through the use of administrative leave (LN).

Enclosure (2)



# INTERVAL TIME EXAMPLES

<u>Interval Hours</u> <u>Week</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>Total Hours Per</u> <u>Week</u>
1/2	X	X	X	X	X	2 1/2
3/4	X		X		X	2 1/4
3/4	X	X		X	X	3
1	X		X		X	3
1 1/2		X		X		3

## Notes:

1. Three hours on one day is not considered an interval.
2. All of the above times do not include 1/2 hour for lunch.
3. The above interval times are examples and can be varied as deemed necessary by the ACOS/SA.
4. ALL PERSONAL FITNESS PROGRAMS MUST BE APPROVED BY THE ACOS/SA AND TAKE PLACE ON THE CINCLANTFLT COMPOUND
5. Any deviation from the approved training times must be authorized by the ACOS/SA.

**COMNAVSURFLANT STAFF**  
**INDIVIDUAL HEALTH AND WELLNESS PROGRAM**

PARTICIPANT'S NAME: \_\_\_\_\_ Staff Code: \_\_\_\_\_

PARTICIPANT'S GOALS: (write in goal, be specific with objectives  
and time of day you will be participating)

1. \_\_\_\_\_

2. \_\_\_\_\_

**LECTURES AND GENERAL TRAINING**

	<u>TOPIC</u>	<u>DATE ATTENDED</u>	<u>LOCATION</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

**INDIVIDUAL APPROVED TIME PLAN**

	<u>HOURS OF PARTICIPATION</u>	<u>TYPE OF ACTIVITY</u>	<u>LOCATION</u>
1.	_____	_____	_____
2.	_____	_____	_____

Print Name/Phone Number of ACOS/SA \_\_\_\_\_

ACOS/SA Signature/Date  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

For HWP Code Coordinator:

Participant's Medical Approval Attached (Yes) (No)

Date of Medical Approval: \_\_\_\_\_ Date of ACOS/SA Approval \_\_\_\_\_

Signature of HWP Code Coordinator \_\_\_\_\_

Encl (1)

87



INTERVAL TIME EXAMPLES

<u>Interval Hours</u> <u>Week</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>Total Hours Per</u> <u>Week</u>
1/2	X	X	X	X	X	2 1/2
3/4	X		X		X	2 1/4
3/4	X	X		X	X	3
1	X		X		X	3
1 1/2		X		X		3

Notes:

1. Three hours on one day is not considered an interval.
2. All of the above times do not include 1/2 hour for lunch.
3. The above interval times are examples and can be varied as deemed necessary by the ACOS/SA.
4. ALL PERSONAL FITNESS PROGRAMS MUST BE APPROVED BY THE ACOS/SA AND TAKE PLACE ON THE CINCLANTFLT COMPOUND
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